

SOUTH CENTRAL INDIANA VA STAND DOWN

October 17, 2013 ~ 10:00 a.m. – 2:00 p.m.

American Legion Post 18
1800 West 3rd Street
Bloomington, IN 47404-5200

INFORMATION AND GUIDELINES FOR SOUTH CENTRAL INDIANA VA STAND DOWN BOOTH APPLICATION

The purpose of the VA Stand Down is to: Provide Veterans struggling with homelessness and poverty with a broad range of necessities including food, clothing, medical, legal and mental health assistance, job counseling and referral, and most importantly, companionship and camaraderie. The hand up -- not a handout -- philosophy of Stand Down is carried out through the work of hundreds of volunteers and organizations throughout the nation.

General Information: Due to space and facility limitations, prime booth locations will be assigned on a first come first serve registration bases. Each organization will be limited to one booth.

Booth Registration: Booth Registration is FREE

Participant Guidelines:

- The expo will be held rain or shine.
- Organizations are asked to provide a specific service to veterans at the Stand Down (i.e. medical screenings, job counseling, clothing, etc.), not just information. Of course, you may hand out brochures in addition to providing the service.
- Interactive activities that engage attendees as they visit will make the booth inviting and enjoyable.
- Follow up referral services are encouraged.
- All participating agencies will need to bring their own signage.
- Arrive early to have your booth completely ready by the 9:30am orientation.
- Please ensure that your table is staffed for the entirety of the event.
- Water stations available throughout the event.
- Tear down is 2pm. Please do not tear down until the event has ended.
- Event Debriefing 2:15 p.m. – 2:30 p.m. Please allow an additional 15 minutes after the event for a participating agency and planning committee debriefing.

~ PLEASE COMPLETE APPLICATION BELOW ~

SOUTH CENTRAL INDIANA VA STAND DOWN

October 17, 2013 ~ 10:00 a.m. - 2:00 p.m.

American Legion Post 18

1800 West 3rd Street

Bloomington, IN 47404-5200

SOUTH CENTRAL INDIANA VA STAND DOWN BOOTH APPLICATION

Date of Application: _____

Name of Organization: _____

Contact Person(s): _____

Address: _____

City _____ State _____ Zip _____

Work Phone # _____ Cell/Emergency Phone # _____

E-mail Address: _____

Please check booth requirements: (limited amount of inside space is available)

_____ Electric access needed - please bring your own surge protector and extension cord if possible.

_____ Secure Internet access needed

_____ Confidential space required

_____ Additional Volunteers requested – How many _____

Will you need a table (8') and two chairs? _____ Yes _____ No

What information will you be including in your booth?

Please give a short description of the services you will be providing.

List any special accommodations you will need for the event.

~~~ *THIS APPLICATION IS AVAILABLE ON-LINE AT [WWW.BLOOMINGTON.IN.GOV/CFRD](http://WWW.BLOOMINGTON.IN.GOV/CFRD) ~~~*

*Please send completed application by email to Kathy Mayer, [mayerk@bloomington.in.gov](mailto:mayerk@bloomington.in.gov)  
or by mail to the following address:*

VA Stand Down  
Community and Family Resources Department  
P.O. Box 100  
Bloomington, Indiana 47402

***Application deadline is September 15, 2013***

*Additional information regarding "logistics" (set-up, breakdown, booth location)  
will be circulated well in advance of the October 17th VA Stand Down date.*